

Stick Frame & General Building Information Residential Building Permit Check List

Name:
Date:
Plan Review #

Applicant/Property/Landowner Information:

- Name, address, & phone number of the owner(s) of property.
- Legal description of property & proof of ownership. If property is a new split, contact Planning & Zoning at (435) 738-1151 or 1152 for minor subdivision requirements.
- Provide plot plan, showing setbacks to all property lines, driveway access, right-of-ways, easements, & location of roads & utilities. **(This is also needed to figure the physical address for new home)**
- Verify zoning of property – (435) 738-1151 or 1152 **(Need above plot plan)**
- Architectural Committee/Homeowners Association Approval – **(if applicable)**
- Mapped or written directions to property for inspections.
- Road Approach Permit; County Road Department (435) 738-2468, or State Road (UDOT) (801) 227-8000. Must be approved prior to building permit being issued.
- Building Site Elevation – to determine Snow Load Requirements.

Fire Protection/Wildland Urban Interface Code Review:

- **Fire Protection will need to be completed and approved by the County Fire Warden or County Fire Marshal prior to Building Permit being issued.** The property information above is needed to submit to the County Fire Warden. **(See Attached Check List for Fire Protection Requirements)**

Source & Waste Water Disposal:

- Onsite Waste Water Disposal Permit, Tri-County Health Department (435) 722-6310.
- Culinary Water supply requires a **letter or receipt** from the Water District or City/Town.
- Private potable water systems require approval by the Tri-County Health Department,
- New Well Permits: contact Utah Division of Water Rights in Vernal, at (435) 247-1514.
- New Wells: require an inorganic test which could take from **4-6 weeks** for results. Contact Tri-County Health Department (435) 722-6310. **Approved Test Results must be submitted to Tri-County Health Department prior to them issuing the Final Onsite Waste Water Operating Permit. An Operating Permit is required for the County Building Department to issue a Certificate of Occupancy.**

Building Plans/Drawings/Contractors:

- Two Complete sets of plans shall be submitted. One set of approved plans will be given back with the building permit and needs to be available onsite for all the inspections.
- Preliminary Engineered Truss Specifications are required for the plan review.
- HVAC Manual J Calculations and Manual D design. Equipment Specified must be sized with Manual S.
- List of all Contractors, License numbers, addresses, phone numbers & business licenses. Or, if applying as an Owner/Builder the associated form will need to be completed & notarized.
- Other Engineering as required by the Building Official. **(if applicable)**

Building & Plan Review fees:

- Plan review deposit: \$200.00 dollars. Additions & Remodels: \$100.00 deposit. Plan review fee: Minimum 35% of building permit fee. Maximum 65% of building permit fee.
- Building Permit Fee based on the square footage of the project and a national average construction cost, per square foot.

Note: Please be aware that if you use a credit card for payment there is a processing charge of 2.5% of the permit fee.

Helpful Phone Numbers:

Duchesne County Departments:

Department of Building Safety	(435) 738-1150
Planning & Zoning	(435) 738-1151
Public Works/Roads	(435) 738-2468
Fire & Emergency Management	(435) 738-1226

Town & City Offices – Duchesne County Reviews & Issues Building Permits for:

Town of Altamont	(435) 454-3469
Town of Tabiona	(435) 848-5481

Other Cities below each have City Building Departments/Inspectors:

Duchesne	(435) 738-2464
Roosevelt	(435) 722-5000
Myton	(435) 722-2711

State Departments

Utah Department of Transportation UDOT	(801) 227-8000
Utah Division of Water Rights - Well Permits	(435) 247-1514

TriCounty Health Department

Roosevelt	(435) 722-6310
Vernal	(435) 247-1160

Moon Lake Electric

Roosevelt	(435) 722-2448
Duchesne	(435) 738-5322
Altamont	(435) 454-3611

Water/Sewer Districts

Cedarview/Montwell Water	(435) 722-4718
East Duchesne Water	(435) 738-5363
Fruitland Water	(435) 548-2399
Hanna Water & Sewer	(435) 848-5647
Johnson Water	(435) 722-2620
Neola Water & Sewer	(435) 353-4198
Pinion Ridge Water (Not available yet)	
South Duchesne (Private Development)	(435) 738-6200
Upper Country Water	(435) 454-3513